

Little Traverse Bay Bands of Odawa Indians
Job Posting

Job Title: ADMINISTRATIVE ASSISTANT 1
Department: Legislative Branch – Tribal Council
Reports to: Legislative Office Manager
Status: Non-Exempt
Salary: \$13.54-\$18.32 (\$28,163-\$38,106) Annual
Level: 3
Opens: June 23, 2014
Closes: July 14, 2014

SUMMARY:

The primary responsibility of the position is to provide administrative assistance for all Legislative Branch Committees.

Additional responsibility shall include assistance in all aspects of general business operations for the overall function of the Legislative Branch, including Corporate Charter communication; and the coordination of special projects, while exercising independent judgment, decision-making, initiative, and tact.

PRIMARY DUTIES & RESPONSIBILITIES:

- Maintains front desk administrative support for the Legislative Branch.
- Represents the Legislative Branch in the most positive manner with internal and external guests to satisfy service expectations. Interacts effectively with diverse groups of individuals and associates, learns and uses operating practices of the Legislative Branch and the Tribe.
- Upholds the Tribe and Tribal Council Mission and Vision statements in all aspects of position.
- Provides a wide variety of complex, responsible and confidential administrative support.
- Takes, edits, and tracks official meeting minutes for Tribal Council meetings and Tribal Council Committee meetings.
- Coordinates meetings; prepares and facilitates official communications (written and verbal); develops surveys and forms, and other support functions.
- Handles confidential information which would have immediate negative impact on Tribal operations, if shared beyond its intended audience.
- Provides logistic support for activities; coordinates special projects, trainings and events.
- Establishes, organizes, and maintains comprehensive system of document tracking and filing.
- Assists in facilitating and communicating travel arrangements.
- Researches and assembles materials from files and records for preparing reports, special projects, answering correspondence and inquiries.
- Operates standard office equipment such as computer, copy/fax machine, etc. as necessary to satisfactorily complete assigned duties.
- Recommends and assists in the implementation of the Legislative Branch goals and objectives.
- Performs all other duties as assigned within the scope of work.

CORE COMPETENCIES:

- Focus—Strive for high satisfaction, going out of way to be helpful and pleasant.
- Communication—Balancing listening and talking, speaking and writing clearly and accurately, keeping others informed.
- Teamwork—being helpful, respectful, and approachable and team oriented, building strong working relationships and a positive work environment, is responsible, honest, and loyal, interacts with others tactfully, resolves conflicts appropriately, and adapts to change.
- Accountability—planning ahead, managing time well, being on time, being cost conscious, thinking of better ways of doing things, demonstrates ability to follow instructions, maintains appropriate appearance, complies with policies and procedures, willing to learn.
- Committed to Safety—Complies with safety instructions, observing safe work practices, and provides input on safety issues.
- Routes incoming mail.
- Conducts Committee phone polls as directed.
- Maintains ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental rules and regulations.
- Ability to write reports, business correspondence, procedure manuals, effectively presents information and responds to questions from the public.

JOB QUALIFICATIONS:

PREFERRED: Associate's Degree in Business and two (2) years progressively responsible Administrative/Secretarial type office experience; or

MINIMUM: High School Diploma (or equivalent) and four (4) years progressively responsible Administrative/Secretarial type office experience.

MANDATORY:

- Must be able to multi-task and prove ability to work independently and efficiently,
- Must be proficient in Microsoft Office (MS Word, Excel, Publisher, PowerPoint),
- Must be able to type at least 50 words per minute and have the ability to learn transcription,
- Must have excellent verbal and written communication skills, and
- Must be able to work two Sundays per month and maintain a flexible schedule that may include evenings.

PHYSICAL DEMANDS:

Must be able to sit; use hands, talk and hear. The employee must be able to lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

COMMENTS:

Indian Preference in Employment shall apply.